



Human Resources

DATE POSTED: **December 13, 2005**

REQ. # 05-307

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **12-13-2005** TO **12-19-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY

POSITION AVAILABLE
TRAINING COORDINATOR

OF OPENINGS
1

STARTING SALARY
\$39,184.50 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 542
PAY GRADE: 20
SALARY: \$39,184.50 - \$60,822.74
I.T. TRAINING COORDINATOR

MAJOR FUNCTION: Responsible for training needs analysis, design, development, delivery and measurement of training programs. Coordinator, scheduler, organizer and instructor for the training sessions.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION: **Knowledge:** Thorough knowledge of PC usage, the Desktop PC environment, Microsoft Office Tools, (including Word, Excel, Power Point and Access), Microsoft Internet Explorer, Netscape Navigator, Coral Suite, (including Quattro Pro and WordPerfect) and Novell Groupwise. **Abilities:** Ability to work effectively with customers, internal staff, management, and external contractors or suppliers. Ability to analyze customer's needs and take the lead in designing, developing and presenting training programs that will best meet those needs. Able to present oral and written reports clearly and concisely. Logical thinking with strong interpersonal skills and command of the language is essential.

ESSENTIAL JOB FUNCTION: Provides high quality and sound training to St. Lucie County employees on assigned software. Utilizes appropriate training and instructional devices and approaches that result in student learning and ability to perform. Develops subject matter expertise in assigned products, and provides expertise to both internal and external audiences. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to be able to read instruction manuals. Must have good command of English language and be able to hear normal telephone conversations.

WORK HAZARDS: Extensive use of computer monitor or reference materials may affect vision.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: A.S. or A. A. degree in Computer Science, MIS, or related field. A comparable amount of training and/or experience for one year of education.

REQUIRED EXPERIENCE: A minimum of one year as a trainer, consultant or teacher, preferably in a technical field.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required with a clean driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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